



SC-PAY GRADE 10

ZONING INSPECTOR I

DUTIES AND FEATURES OF THE CLASS:

The employee in this class performs routine tasks to insure compliance with the County Zoning Codes. Inspections are conducted independently in accordance with departmental regulations and established technical standards. Incumbent works under the general supervision of the Environmental Manager.

EXAMPLES OF WORK:

Checks property specifications for compliance with zoning regulations; accepts/checks Planning and Zoning/Board of Adjustment applications for accuracy; assists public with problems, questions and requests on routine zoning matters; performs on- site inspections; creates daily log/time sheets; posts public notices; creates drawings, diagrams, descriptions, photographs of sites, and structures; maintains records and prepares reports; completes office duty responsibilities such as answering phone and/or assisting customers at the counter: performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of the principles and practices of zoning; ability to read maps, plans and specifications; ability to prepare reports and maintain records; ability to develop constructive and cooperative working relationships with the public, co-workers, contractors, internal and external customers, representatives from other departments and agencies; ability to communicate effectively. Additional training will be required in the first year to obtain knowledge in the following areas: Floodplain Management, Commercial Site Plan Review and Inspection, and also obtain Certification in Manufactured Home Installation Inspection, along with mandatory participation of employer internal workshops/seminars/classes.

QUALIFICATIONS:

Minimum HS diploma or GED with some experience in construction/zoning inspection, building trades or related work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities; proficient in Microsoft Office Products (Word, Excel, Outlook).

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- 35-hour workweek (Monday thru Friday)
- Possession of valid drivers license

Revised 7/2014